

December 20, 2022

Meeting Minutes

The regularly scheduled meeting of the Halifax Board of Library Trustees was held at the Holmes Public Library, 470 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Susan Hill, Erin Nagle, Kathy Schiavone, Susan Vogt, Secretary Pat Michaels, Chair and Diane Ruxton, Vice Chair arrived at 6:26pm

OTHERS PRESENT: Jean Gallant, Library Director;

1. Pledge of Allegiance
2. Approval of the Board meeting minutes
3. Chair's Report
4. Friend's Liaison Report
5. Director's Report
6. Old Business
 - a. approval of Hot Spot policy
 - b. update on Wage and Personnel requests
 - c. Library hours
7. New Business
 - a. reorganization of the Board
8. Next meeting date: January 10, 2023
9. Adjourn

The meeting was called to order at 6:03 pm

Pledge of Allegiance: Those in attendance stood for the Pledge of Allegiance.

Approval of Minutes.

The meeting minutes of November 8, 2022 were reviewed and approved.

MOTION: by Ms. Nagle to approve the minutes of November 8, 2022

SECOND: by Ms. Shiavone
UNANIMOUSLY VOTED

Chair's Report:

No report.

Friends Liaison report:

Ms. Nagle was not able to attend the Friends' meeting. Ms. Gallant reported the Silent Auction raised \$1,200. The Friends' donated \$150 for the purchase of cookies and drinks to be served at the Holidays in Halifax.

Director's Report:

Ms. Gallant is working on the budget to be reviewed at the next meeting and submitted by January 16, 2023. Adjusting library hours was discussed. She would like to close the library on Monday evenings at 6:00pm for the winter months. Mr. Michaels suggested perhaps the early close could run through March. There is a program scheduled for January 9th, and the library will be closed for the holiday January 16th. The first Monday for the early closure would be January 23rd. After a brief discussion it was determined the library will close at 7pm through March. If the patron visitation is still slow with the 7pm close, Ms. Nagle suggested the time could possibly be changed to 6:30pm. The library staff who are scheduled to work the later hours will come in earlier to make up their time however the library will not be open to patrons until the regular 12:00 pm time. Ms. Vogt asked if perhaps the library could open before noon to make up for the early closure. Ms. Gallant advised she prefers not to do that as the staff generally work on tasks that are done when patrons are not in the building on Monday mornings. She is also taking that time to train the new librarian. Mr. Michaels suggested perhaps leaving the door unlocked at the earlier time but not "officially" changing the open time. Ms. Hill offered to host a Jeopardy talk in the spring to talk about her experience on the show.

Reorganization:

The Board was in agreement no changes would be made to any of the Trustee roles currently in place,

Patrick Michaels – Chair

Diane Ruxton – Vice Chair

Susan Vogt – Secretary

Erin Nagle – Friends' Liaison

MOTION: by Ms. Hill to make to make no changes to the organization of the Board until June of 2023

SECOND by Ms. Ruxton

UNANIMOUSLY VOTED

Hot spot report:

The policy was approved at the last meeting and the hot spots will be purchased for distribution.

Stipends:

The Board has agreed to submit a proposal at the Wage and Personnel By-law hearing in January. The proposal will need to be submitted to the Town Clerk by January 11, 2023. The meeting to discuss the proposal with the current Wage and Personnel Board will be held on January 25, 2023. Ms. Gallant will work on an explanation for the request which will be reviewed at the next meeting. The explanation does not need to be submitted on January 11th with the proposal.

After discussion the agreed upon wording is as follows:

I would like to submit the following amendment to the Wage and Personnel By-law Section 35-20 Incentive Increases

Add the following:

35-20a

Any library employee that holds a position that requires a Bachelor's Degree at a minimum shall be granted in addition to their base wages or salary the sum of \$2,000 per year.

Library Fines:

The Board would like to submit an Article for the Warrant requesting lost library material funds go directly to the library, which would include the fine for hot spots. There is a possibility the request might not need to be submitted as the current wording in the By-law might cover "all library materials". She will review the wording submitted in a previous warrant and ask the Town Accountant about it as well. A proposed Article would be due on January 13, 2023.

The meeting was adjourned at 7:47 pm. The next meeting is scheduled for January 10, 2023 at 6:00pm.

Respectfully submitted by

Susan Vogt, pro tem Secretary, Holmes Public Library Board of Trustees